



General Seasonal Worker

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Streets- Assistant Street Commissioner/Cemetery Sexton
Cemetery- Cemetery Supervisor

SUPERVISE: None

SUMMARY DESCRIPTION

Responsible for performing various semi-skilled maintenance activities for the city's streets and cemetery. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

When assigned to streets, assists in the maintenance and repair of city streets including but not limited to concrete work, marking pavements, painting curbs, crosswalks, posts and street lines; sets up barricades and directs traffic as needed.

When assigned to streets, assists in repairing, replacing and installing street signs and sign hardware and posts.

When assigned to streets, performs general snow removal on sidewalks, parking lots and around public buildings either manually or using light snow removal equipment.

When assigned to streets, sweeps and picks up refuse in the streets and city owned land.

When assigned to the cemetery, performs maintenance and upkeep activities for the city's cemetery through various activities including but not limited to mowing and trimming grounds, watering grounds, replacing sod, trimming of trees, bushes and shrubs, etc.; clears debris from cemetery roads and intersections, etc.

When assigned to the cemetery, assists with various activities pertaining cemetery graves including but not limited to digging foundations, dirt filling, pouring monument foundations, placing monuments, and locating lot markers, etc.

Operates a variety of light departmental equipment, machinery, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines.

Performs preventative maintenance on assigned equipment and tools; refers defects or needed repairs to supervisor.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Responsible for maintaining a safe work environment in the performance of duties.

Refers citizen complaints to supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs other duties as directed or as the situation dictates.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

- When assigned to the cemetery, ability to learn the materials, supplies, procedures and practices utilized in cemetery maintenance.
- When assigned to streets, ability to learn the materials, procedures, methods and practices utilized in various public works activities.
- Learn to operate vehicles, machinery, equipment and tools pertaining to the duties performed.
- Learn the precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Learn city responsibilities and ability to use independent judgment in the performance of duties.
- Learn the geography of the city.
- Deal with the general public, including those bereaved, in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Work may also be performed indoors in an office setting and requires a considerable amount of sitting. The incumbent must have the ability to transport themselves to and from various locations throughout the city and within City Hall. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, noise and inclement weather conditions.

Physical An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Must possess a valid driver's license.

Graduation from high school or GED equivalent.

Must reside within the City's zoning jurisdiction.

Regular Full-Time Grade B

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